

# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <b>Inspector, Office of Inspections</b>	CLASSIFICATION CODE: <b>02564600</b>
	SALARY RANGE: <b>136A 70038-79371</b>	REFERENCE POSITION NO.: <b>131010200-6</b>
	Department or Agency Name <b>Corrections</b>	APPLICATION PERIOD: <b>2/29/12 to 3/6/12</b>
	Division/Section/Unit <b>Director's Office / Office of Inspections</b>	<b>3 day grace 3/9/12</b>
	Assignment(s) / Comments	
	Shift and Days: <b>Non Standard</b>	Job Location: <b>Cranston, R.I.</b>
	Restrictions/Limitations: <b>none</b>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <b>X</b>	
	Name of Bargaining Unit Union: <b>Non Union</b>	
	There is* _____ is not <b>X</b> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <b>no civil service</b> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To be responsible for investigating the trafficking of narcotics and substance abuse within the Rhode Island Department of Corrections and its facilities; to work with the Rhode Island State Police and federal and local law enforcement agencies in collecting and dissemination information regarding violations of Rhode Island state laws and department policies. To prepare reports on investigations, to testify at criminal proceedings, to give testimony relative to investigations; and to do related work as required.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Graduation from a college of recognized standing with specialization in law enforcement or criminal justice; and	
	<b>Experience:</b> employment in a responsible administrative position in a public or private agency involving law enforcement, security or investigative activities with emphasis on narcotics.	
	<b>OR,</b> any combination of the above education & experience.	
	<b><u>EXPERIENCE IN CORRECTIONS OR A LAW ENFORCEMENT AGENCY PREFERRED</u></b>	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
<b>Ann Marie Hamilton</b> <b>Office of Human Resources</b> <b>39 Howard Ave.</b> <b>Cranston, R.I. 02920</b>		<b>Telephone #:</b> (401) 462-5118 <b>email:</b> annmarie.hamilton@doc.ri.gov <b>Fax #:</b> (401) 462-2685 <b>TTY/TDD #:</b> 711 (Telecommunication Device for the Deaf)



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